

KDLA MEETING ROOM POLICY

ADOPTED AS AGENCY POLICY BY
KDLA MANAGEMENT TEAM 9/16/03

MEETING ROOM PRIORITIZATION BY USER GROUP:

1. KDLA
2. KDLA Affiliated Organizations
3. EAH Cabinet Agencies
4. Other Commonwealth of Kentucky State Agencies with Commissioner of KDLA's approval

DESCRIPTION OF AVAILABLE MEETING ROOMS

Meeting Rooms will be assigned by the KDLA Meeting Room Scheduler based on availability and the number of participants. The rooms that will be available for scheduling are listed below.

1. Activity Room

Conference	20 person capacity
Classroom	45 person capacity
Theater	70 person capacity

2. Conference Room

16 person capacity

3. Board Room

20 person capacity

FEE

There is no fee charged for meeting room usage.

WHEN ROOMS ARE AVAILABLE

Meeting rooms are available during regular business hours: 8:00 am to 4:30 pm Monday through Friday excluding holidays. Other times may be available upon KDLA approval.

HOW TO REQUEST THE USE OF A MEETING ROOM

Requests for the use of the meeting rooms should be directed to the KDLA Meeting Room Scheduler at 502-564-8300 and/or by completing the [Meeting Room Reservation Request](#) form which is available on the KDLA Website. In order to process requests in a timely manner, they must be received at least 10 working days prior to the meeting.

CANCELLATION

A 48 hour notice must be given to the KDLA Meeting Room Scheduler for cancellation of meeting rooms.

MEETING COORDINATOR RESPONSIBILITIES

- A meeting coordinator for each meeting must be designated and the name, address, phone number, fax number and e-mail address will be provided.
- The meeting coordinator must provide the date, beginning and ending time, name of group, size, and purpose of the meeting.
- Seating arrangements may be changed. However, the seating must be restored to the original configuration at the end of the reserved time.
- Refreshments, catered luncheons, etc. are permitted in KDLA meeting rooms with advanced notice. The meeting coordinator is responsible for arranging for the refreshments and clean-up following the meeting. Coffee pots are available upon request.
- Do not tape, tack or fasten anything to the walls, ceiling or floor of any of the meeting rooms.
- A presentation screen is available in the Activity Room only. All other electronic equipment must be furnished by the meeting coordinator at the meeting. Electronic equipment includes but is not limited to computers/laptops, TV/VCR/DVD, data projector, speaker phone.

PHONES

- Private phone calls or long distance calls may not be made on State Library telephones.
- The State Library will accept emergency incoming calls for meeting attendees at 502-564-8300.
- When using personal cellular phones in the hallways and other public areas, please remember to be considerate of others so as not to disrupt KDLA staff's work.
- A pay phone is available in the first floor lobby.

MEETING ROOM CONDITIONS OF USE

- Smoking is prohibited in the building.
- Attendees should remain as quiet as possible when outside the meeting rooms and respect the fact that KDLA staff is working.
- Any group using meeting rooms is expected to take proper care of the facility. Each group is financially responsible for any damage resulting from abuse or neglect.
- The only photocopier available to meeting room attendees is located in State Library Services Reference/Research Room on the first floor. Self service copies are \$.10 a page. No other office services are available.

DIRECTIONS TO THE BUILDING

Driving directions and maps are available at <http://www.kdla.net/intro/MAP.HTM>

PARKING

- *General Parking:*

Parking is available in the second level of the two tiered parking lot at the side of the building. To reach that lot, drive past the directional signage to Visitor Parking which is pointing to the front of the building. Drive past that sign and follow the Parking arrow to the top tier of the parking lot. After parking, face the building. Enter the double doors on the right side of the façade.

- *Handicapped Parking without Automatic Doors:*

If a meeting participant is in need of handicapped parking but NOT automatic doors, direct them to drive past the directional signage to Visitor Parking which is pointing to the front of the building and follow the Shipping and Receiving sign. Once past the corner of the building, the handicapped parking is available immediately to the right. After exiting the vehicle, follow the sidewalk to the left to the first glass doors that come into view.

- *Handicapped Parking with Automatic Doors:*

If a meeting participant is in need of handicapped parking and automatic doors, direct them to follow the Visitor Parking signage to the spaces in front of the building. Enter the building through the front lobby automatic doors. Cross the lobby to the elevator and take it to the second floor where all of the meeting rooms are located.

EMERGENCY/EVACUATION

If a Fire Alarm sounds, refer to the evacuation route map posted on the door of the meeting room. If Severe Weather evacuation is announced, follow the route maps which are also posted on the meeting room door.